

Highview Condominium II
Board of Directors – Meeting Minutes
May 25, 2021 – 7:30 p.m.

The twelfth regular meeting of the 2019-2020 Highview Condominium II Board of Directors was called to order at approximately 7:00 p.m. by Sindhu Mathew, President. The meeting was conducted remotely.

Board members in remote attendance: Robert Boynton, Marjorie Cannon, Christine Chun, Lauren Esposito, Sindhu Mathew, and Madalina Rauscher. Board members absent: Joseph Cann, David Cutler, and Kathleen DeVaynes. Helen Mayers attended from The Andrews Group.

- 1) Minutes: Minutes of the April 28, 2021 meeting were approved.
- 2) Management transition: Discussion of continuing transition issues to Andrews from Carriage House.
 - a) As of today, Carriage House has not turned over any records and continues to insist on payment through 12/31/21.
 - b) Helen Mayers reported that Andrews has contacted all of Highview's service providers and vendors. Boynton requested a copy of the vendor list for review.
 - c) Boynton noted that Catherine Saccone of FSG Payroll Service and the building's auditor, Louis Picaro of Financial Solutions Group, LLC had both contact him on 05/13/21. He had forwarded their emails to Helen Mayers and David Cutler for follow up. Both Saccone and Picaro are expecting calls from Andrews.
- 3) Financial Report:
 - a) Account balances: As of 04/17/21 the Citibank account balance was \$32,659.26. Balance of the Capital One operations account maintained by Andrews was \$25,130.51 as of 05/25/21. The Empire balance was not reported.
 - b) FY2020 Audit: Helen Mayers will contact building's auditor. Noted that auditor having difficulty reaching Carriage House for access to records.
 - c) Foreclosure, Liens, and Arrears: Discussed. No account balances available at this meeting.
 - d) Coinmach and T-Mobile contracts: Discussed. Helen has contacted both. Needs copies of their contracts.
 - e) Budget reporting: Helen Mayers indicated that she has not received any budget information from Carriage House and would not be able to do any budget reporting until January 2022. Boynton noted that Board had approved FY2021 budget in the fall of 2020 and the information, including budgeted cost centers would be available from the Board's Treasurer. Helen will follow up with David Cutler.
- 4) Legal Report:
 - a) Legal suit: Past judgment against prior owner of unit 1-B for back common charges being reviewed by building attorney. Madalina in contact with attorney.
 - b) Lease compliance: No update. Helen acquiring information from unit owners.
 - c) Insurance compliance (leased units/tenant coverage): No update. Helen acquiring information from unit owners.
 - d) Insurance compliance (owner coverage): No update. Helen acquiring information from unit owners.
 - e) Emergency contacts: No update. Helen acquiring information from unit owners.
 - f) Window Guard and Fire Plan response file: Andrews sent out the annual notice and is now gathering responses for file. noted that law requires management to maintain file indicating that all residents, including new move-in owners and tenants have received the plan. Helen Mayers will report back on building's responsibility.
 - g) NYC Building violations & fines: There are currently 4 active/open DOB and ECB violations. Helen acquiring information.
 - h) Records compliance by unit owners: Helen reported that she will have the unit owner and tenant insurance compliance information and unit leases updated by the June board meeting.

- i) Local Law 11 - Cycle-9: Helen has spoken with Salamon Engineering. Final report being prepared. Awaiting update from Salamon.
 - j) Smoking policy: Continued discussion of NYC's new rule for a building smoking policy.. Specific complaints by unit owners also reviewed. Any proposal for resolving unit owner complaints or a new building rule will be reviewed by building attorney before becoming a building Rule. No report from last month's newly formed Committee chaired by Cutler that will be proposing/reviewing options. Boynton will review HVAC current performance issues with super.
 - k) Damage to sidewalk railing: Helen Mayers reported that contractor performing maintenance work on building next door had damaged Highview II's sidewalk railing at service entrance. She is in communication with Highview I and contractor concerning the matter.
- 5) Building Repair & Maintenance:
- a) Awning replacement: Awning and lighting replacement completed. Helen Mayers in contact with the florist for reimbursement. Boynton asked whether the clearance sign confirmed to indicate correct clearance at lower edge of sign. Will follow up with super.
 - b) Garage floor epoxy painting/sealing: Luis beginning project. Concern expressed for accurate line painting, noting that parking spaces are not equal size. Suggested that lines on walls may need to be repainted as well. Helen will discuss line painting with super. May need to have the lines of both garage and parking lot repainted by a service. Boynton will follow up with super.
 - c) Building's exhaust ventilation system: Concern expressed for smells coming into units from exhaust system. Boynton will discuss the system's operation with Luis.
 - d) Weekly maintenance inspect reports: Helen Mayers has received form from Boynton. Will begin using in June. As previously discussed, to be used by management for their weekly walk-through. Copies of the completed forms should be included in the monthly management reports.
- e) Projects on hold:
- i) Electrical back-up - generator system: Salamon Engineering has completing design work. Bid received from one contractor. Board asked for additional bids.
 - ii) Elevator Cab Renovation: Discussed. Need bids for refinishing of brass. Strip/lacquer. New fire-proof carpeting received and now need to order spare for regular swap for cleaning.
 - iii) North sidewalk: On hold until fall.
 - iv) Security upgrades/repairs: Phase III on hold pending completion of other Capital projects.
- 6) Misc and New Business:
- a) ECB energy rating recommendations. Helen Mayers reported that vendor reviewing and will offer recommendations.
 - b) The Board's next meeting is scheduled for Wednesday, June 23, 2021.

The meeting was adjourned at approximately 8:00 p.m. Minutes submitted by Robert Boynton, Secretary.